



Account Registration and Logging In

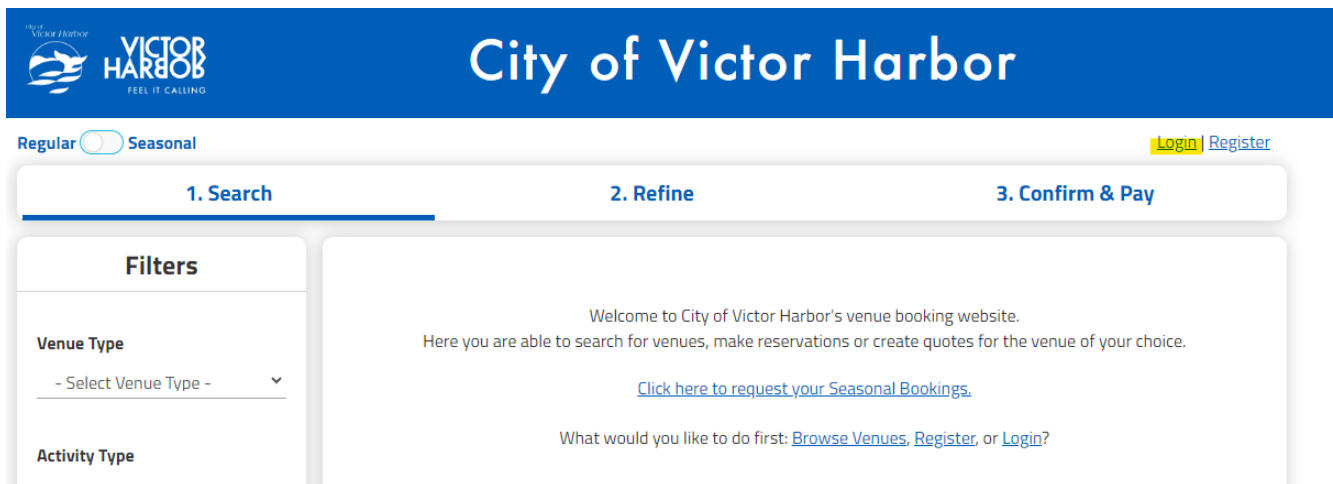
Link to the City of Victor Harbor's online booking Customer Portal victorharbor.bookable.net.au

If you are a current regular hirer of City of Whittlesea facilities an account may already be set up for your organisation and details of how to log in will have been emailed.

If unsure if you have an account, please call 9407 5929 to confirm.


Log in as an existing hirer

1. Click 'Login'



2. Enter your email address and password. Utilise the forgot password function if needed.

Login

Customer **Login** 

Email

Password

Show Password

Login [Forgot password?](#)

[Active Directory Login](#)

Registering as a new hirer

1. Click on 'Register' (next to Login)
2. Using the drop-down menu select 'Registration Type' as either an 'Organisation' or 'Individual'
3. Choose your customer type. These customer types are helped to determine pricing and access to our bookable items. Your selection will be verified by staff, and supporting documentation, such as a certificate of incorporation, might be required before your account is confirmed.

City of Victor Harbor

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Please complete the below registration form to access the City of Victor Harbor venue booking website.

Depending on the customer type selected your registration may need to be verified by Council. Once your account has been verified you will be notified by the email address you provide below. You will then be able to login and start making bookings.

Registration Type

Organisation Customer Type

Customer Type

- Commercial
- Community Group - Incorporated
- Community Group / Interest Group
- Funeral Director
- Government Department
- Not For Profit
- School (Educational Institution) - LGA
- School (Educational Institution) - Non LGA
- Sporting Club or Association - Local
- Sporting Club or Association - Professional

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If you are not sure which customer type to select please contact the bookings team on mybookings@victor.sa.gov.au or 08 8551 0558.

4. Complete the fields using the details of the organisation or individual details
5. Click 'Select Files' to upload any required documents. E.g. Certificate of Incorporation and Public Liability Insurance Certificate
6. Read the 'Privacy Policy' and 'Terms of Use' and check the tick box if you agree to the terms.
7. Click 'Create Account' to continue
8. A pop-up will appear advising if your registration is successful or requires verification by a City of Victor Harbor officer.
9. Note: If you have registered as a not-for-profit, seniors club or playgroup your registration will need to be verified. An email confirmation will be sent once your account has been verified. If you have not received an email within 2 working days, please phone 08 8551 0558.
10. If your registration is successful you can log in and start making bookings.